

~~CONFIDENTIAL~~

Report for Week Ending 24 January 1957
from
RECORDS MANAGEMENT OFFICER FOR REPORTS AND CORRESPONDENCE

1. Contributions

- a. Prepared the completion report on Project 6-35, Survey of Filing Operations in the administration and Control Staff, Procurement Division.
- b. Assisted in preparing material justifying construction of the proposed Records Center addition.

2. News

25X1

- a. [] has asked for a listing of the reporting requirements affecting the Supply Division, which he will use in a feasibility study.



25X1

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Report for Week Ending 24 January 1957
from
FORMS MANAGEMENT BRANCH

Completed Action

1. Statistical Summary

COMPLETED ACTIONS SUMMARY

<u>TYPE</u>	<u>DD/I</u>	<u>DD/P</u>	<u>DD/S</u>	<u>STOCK</u>	<u>TOTAL</u>	<u>NO. OF COPIES</u>
NEW	-	1	8	-	9	25,050
REVISION	-	-	7	-	7	25,000
REPRINT	5	1	4	1	11	59,200
TOTAL	5	2	19	1	27	109,250

- 25X1 2. Develops Psychiatric Booklets for Thematic Apperception Task Covering Men and Women. [] - The development of these two booklets, one to be used by men (Form No. 1055c), the other to be used by women (Form No. 1055d), has been completed for [] of the Medical Division. Each booklet
25X1 was made up of 23 pages which contained untitled halftone photographs about which stories are to be written.

3. Completes Training Course - [] has just completed the Effective Speaking Course conducted by the Office of Training. ✓

25X1

Statistical Summary

PENDING ACTIONS SUMMARY

<u>TYPE</u>	<u>DD/I</u>	<u>DD/P</u>	<u>DD/S</u>	<u>STOCK</u>	<u>TOTAL</u>
New	2	2	3		7
Revision		2	2	2	6
Reprint	-	-	-	-	-
Total	2	4	5	2	13

1. Proof Received on Consolidated Intelligence Receipt, Form No. 48 [] 25X1
Proof for this 3 part NCR form was received and submitted to Miss []
[] ARO for OCR for approval. [] is holding 25X1
25X1 up return of the proof pending specification change in paper coatings. 25X1

